



**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS UNITED STATES AIR FORCE**  
**WASHINGTON, DC**

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MEMORANDUM FOR SEE DISTRIBUTION

FROM: AFMOA/CC  
110 Luke Avenue, Room 405  
Bolling AFB, DC 22032-7050

SUBJECT: Food Security Guidance

Ensuring the security of our food supply is a critical force protection issue. A comprehensive Air Force guide to protect our food and water system from any overt or covert attacks is being developed to provide in-depth guidance for responding to this threat. In the interim, we have provided an abbreviated food security guidance document (attached) to aid operators of Air Force food service establishments in protecting food under their control.

This guidance document should be coordinated with other force protection partners on your installation including Security Forces and operators of food facilities. I encourage you work as a team to assess potential threats and implement any appropriate food safety and security actions. Your support for force protection through food safety and security provides important public health benefits and helps ensure the successful completion of our mission.

My point of contact for this matter is Maj George Prascsak, AFMOA/SGZP, 110 Luke Avenue, Room 405, Bolling AFB, DC 20332-7050, DSN 297-4250, or COMM (202) 767-4250, e-mail: [george.prascsak@usafsg.bolling.af.mil](mailto:george.prascsak@usafsg.bolling.af.mil).

A handwritten signature in black ink, appearing to read "Gary H. Murray", is positioned above the typed name.

GARY H. MURRAY, Brig Gen, USAF, DC  
Commander  
Air Force Medical Operations Agency  
Office of the Surgeon General

Attachment:  
Food Security Guidance

Distribution:

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## **FOOD SECURITY GUIDANCE**

**This guidance represents appropriate measures recommended by Air Force Public Health that can be taken by food service establishments (dining halls, commissary etc) to minimize the risk of food being subjected to tampering or terrorist actions.**

This guidance is designed as an aid to operators of food service establishments in identifying the kinds of preventive measures that they can take to minimize the risk that food under its control could be subject to as a result of tampering or terrorist actions. Operators of food service establishments are encouraged to review their current procedures and controls in light of the potential for tampering or terrorist actions and make appropriate improvements. This guidance is designed to focus the operator sequentially on each segment of the farm-to-table system that is within their control, in order to minimize the risks at each segment. The implementation of enhanced preventive measures requires the commitment of management and employees to be successful and therefore both should participate in their development and review.

This document is divided into five sections that relate to individual components of a food establishment operation: management of food security; physical security; employees; raw materials dry goods and packaging; and, rations and finished products. Not all of the guidance contained in this document is appropriate or practical for every food establishment. Operators should review the guidance in each section that relates to a component of their operation, and assess which preventive measures are suitable for their operation as all or none may apply. Operational Risk Management (ORM) process can help supervisors prioritize the preventive control measures that are most likely to have the greatest impact on reducing the risk of tampering or terrorist actions in their establishment. The Department of Transportation Institute of Traffic Safety (special programs section) conducts training programs in ORM for Air Force personnel ([www.tsi.dot.gov](http://www.tsi.dot.gov)). The implementation of preventative measures should be based on good ORM using the tools of risk assessment and risk management.

### **Food Establishment Operations**

#### **Management of food security**

##### *Security procedures*

- Assign responsibility for security
- Reward and hold all staff accountable for being alert to and reporting signs of tampering with product or equipment, other unusual situations, or areas that may be vulnerable to tampering

##### *Procedure for investigating unusual activity*

- Immediately investigate all reports of unusual activity
- Document all investigations
- Report all problems to Security Forces

## **Physical facility**

### *Vendors and visitors*

- Inspect food products and other items brought into the facility for contraband
- Restrict entry to the establishment (sign in and out at security or reception, proof of identity)
- Restrict access to food handling areas (accompanied by employee)
- Apply procedures to everyone, including contractors, supplier representatives, truck drivers, customers, couriers, third-party auditors, regulators, etc.

### *Physical security*

- Secure doors, windows, roof openings, vent openings, trailer bodies, railcars, and bulk storage tanks (e.g. locks, seals, sensors, warning devices)
- Use metal or metal-clad doors
- Account for all keys to establishment
- Have security patrols of the facility and video surveillance
- Minimize number of entrances to restricted areas and post areas that unauthorized personnel should not have access to
- Eliminate potential temporary hiding places for intentional contaminants
- Provide adequate lighting both interior and exterior
- Keep parking areas away from storage and water facilities

### *Storage of hazardous chemicals (e.g. cleaning and sanitizing agents, pesticides)*

- Secure storage areas away from food products
- Limit access to storage areas
- Supervise maintenance and sanitation staff
- Keep timely and accurate inventory of hazardous chemicals
- Investigate missing stock or other irregularities immediately

## **Employees**

### *Pre-hiring screening for all employees, including seasonal, temporary and contract*

- Obtain work references
- Perform criminal background checks
- Place new employees on day shift with increased oversight during probation
- During hiring process obtain authorization to conduct random drug testing

#### *Daily Rosters*

- Make them specific to shift
- Know who is and who should be on premises, and where they should be located

#### *Identification*

- Issue photo identification badges with identification number

#### *Restricted access*

- Limit access to those areas necessary for the employee's position (e.g. card entry to sensitive areas, cypher locks)

#### *Personal items*

- Restrict personal items allowed in establishment
- Prohibit personal items (e.g. lunch containers, purses) in food handling areas
- Management should provide locks for locker areas and establish authority (during hiring process etc.) to enter lockers for periodic safety and security reviews. Metal mesh lockers provide additional security because contents are visible.

#### *Training in security procedures*

- Provide staff training in food safety and security procedures and inform them to report all unusual activities.

### **Raw materials, dry goods and packaging**

#### *Suppliers*

- Use only known, secure, state or locally licensed or permitted sources for all ingredients, compressed gas, packaging, and labels
- Include in purchase and shipping contracts a requirement that suppliers and transporters practice appropriate food security measures
- Inspect incoming ingredients, compressed gas, packaging, labels, and product returns for signs of tampering or counterfeiting
- Require transportation companies to conduct background checks on drivers and other employees with access to the product (comply with state and local laws in doing this)
- Require locked and sealed vehicles/containers. and require seal numbers to be identified on shipping documents

#### *Traceability of ingredients, compressed gas, packaging, and, salvage products, rework products, and product returns*

- Include in purchasing contracts a requirement that suppliers will have commodity codes and expiration dates with written explanations provided for recalls and other food safety actions
- Use operating procedures that permit subsequent identification of source of ingredients, compressed gas, packaging, labels,
- Keep timely and accurate inventory of ingredients, packaging, labels, Investigate missing stock or other irregularities and report any problems to OSI

#### *Security of water*

- Secure water wells, storage and handling facilities
- Test for potability regularly
- Identify alternate sources of potable water (treat on-site or on-site storage)

### **Rations and other Finished Products**

#### *Security of rations and other finished products*

- Keep timely and accurate inventory of rations and other finished products
- Investigate missing stock or other irregularities and report any problems to security forces and OSI
- Include in contracts for shipping (vehicles and vessels) a requirement that they practice appropriate security measures
- Perform random inspection of storage facilities, vehicles.
- Require transportation companies and warehouses to conduct background checks on staff (drivers/warehouse personnel)
- Require locked and sealed vehicles/containers, and identify seal numbers on shipping documents

### **Computer systems**

#### *Access*

- Restrict access to computer process control systems and critical data systems to those with appropriate clearance (e.g. passwords)

### **Security Plans**

#### *Action Plan for tampering or terrorist event*

- Include step-by-step SOP for triaging the event
- Include evacuation plan
- Maintain floor and flow plan in secure location and with local fire officials
- Include strategy for continued operation (e.g. at alternate facility)
- Include investigation procedures
- Develop product recall plan and designate the person responsible, and identify a back- up.

#### *Communication protocol*

- Have internal, fire, and police emergency phone numbers available
- Identify critical decision-makers
- Identify local, state, and federal government contacts

## **Evaluation**

### **Evaluation program**

- Annually, review and test the effectiveness of procedures and plans and revise accordingly – Air Force Public Health and a third party security expert could assist (Security Forces)
- Perform routine, random, and documented food safety and security inspections of facility risk control procedures and security measures put in place

**-Base Public Health**

**-Base Security Forces/OSI**

### **Emergency Points of Contact**

#### **U.S. Food and Drug Administration**

5600 Fishers Lane  
Rockville, MD 20857

If food service establishments suspect that any of their products that are regulated by the FDA have been contaminated or subject to tampering, they should notify the FDA 24-hour emergency number at 301-443-1240 or call their local FDA District Office. FDA District Office telephone numbers are listed at

[http://www.fda.gov/ora/inspect\\_ref/om/iomoradir.html](http://www.fda.gov/ora/inspect_ref/om/iomoradir.html).

If food establishments are aware of criminal activity regarding these products, they should call the FDA Office of Criminal Investigations at 301-294-4030.

For more general information about food safety, visit the World Wide Web at [www.foodsafety.gov](http://www.foodsafety.gov) or [www.cfsan.fda.gov](http://www.cfsan.fda.gov), or call 1-800-SAFEFOOD.

#### **U.S. Department of Agriculture**

Food Safety and Inspection Service

U.s. Department of Agriculture

Washington, DC 050-3700

For help with meat, poultry, and egg products, call the Meat and Poultry Hotline 1-800-535-4555.

#### **US Army Veterinary Command**

Attention: MCVS-FA

Fort Sam Houston, TX 78234-6005

AUTOVON: 471-6547/6524

Commercial: (210) 221-6547/6524